

## **FIRE PREVENTION CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

The position of fire prevention chief encompasses all duties required for the direction of the fire prevention division of department operations. The fire prevention chief supervises and directs fire prevention officers who perform inspection and investigation work, clerical employees who assist in maintaining division records and reports, and any other fire department personnel who may be assigned on a temporary basis to assist in fire prevention work. In addition to the supervisory function, the fire prevention chief personally performs duties such as reviewing building plans to ascertain compliance with building/fire codes, training division personnel, and maintaining all records and reports for the division. Work is performed independently; the fire prevention chief reports to and has work reviewed directly by the fire chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Prepares narrative reports of uncorrected violations for use by related law enforcement agencies; prepares any forms or records of uncorrected violations needed by related law enforcement agencies; gets court injunction to close businesses or buildings with serious uncorrected violations.

Reviews building plans to ascertain compliance with building/fire codes and approves plans as submitted or returns plans to designated agency with notations of problems and/or needed corrections.

Answers questions on fire prevention for the public by phone or in person; replies to correspondence concerning fire prevention problems.

Consults with institutions or large companies on fire prevention problems.

Assists prosecutor in preparing arson cases for trial; completes narrative reports related to arson investigation.

Supervises fire inspectors/investigators and clerical personnel; reviews records and reports completed by subordinates; discusses work performance with subordinates; provides advice and technical assistance on work projects and



problems; performs personnel functions such as evaluating work performance of subordinates, recommending disciplinary action, and keeping personnel records on subordinates.

Coordinates work of prevention/investigation division with law enforcement or other fire prevention agencies.

Informally trains new personnel in the inspection/investigation division and schedules training for all inspection/investigation personnel; maintains reference library on inspection/investigation areas.

Issues permits for moving of hazardous materials.

Orders all equipment and supplies for the inspection/investigation division.

Completes narrative reports necessary on the work of the inspection/investigation division; completes all forms and records necessary on the work of the inspection/investigation division; maintains all files of the inspection/investigation division.

Recommends new fire prevention ordinances or revisions of existing ordinances as necessary.

Assists department head in preparing budget for the inspection investigation division.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Prevention Officer immediately preceding closing date for application to the board.